



POSTING NUMBER: HR19-0024 **ISSUE DATE:** February 25, 2019
TITLE: Accountant 2 **CLOSING DATE:** March 11, 2019
DIVISION / OFFICE /UNIT: Division of Housing & **SALARY RANGE:** P21: \$53,611.76 - \$75,900.80
Community Resources
LOCATION: 101 South Broad St. Trenton, NJ 08625 **NUMBER OF POSITIONS:** 1

OPEN TO: ☐ Department-Wide (Department of Community Affairs Employees ONLY)
 ☒ All Departments/Agencies (State Employees with permanent status ONLY)
 ☐ General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:
Under the direction of an Accountant 1 or other supervisory officer, takes the lead in (1) a group of Accountants of lower grades engaged in professional accounting work, or (2) independently handles accounting programs; does related work as required.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION:
Graduation from an accredited college with a Bachelor's degree, including or supplemented by twenty-one (21) semester credit hours in professional accounting courses (which may include courses in municipal and government accounting).

NOTE: Possession of a valid Certificate as a Certified Public Accountant or registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

EXPERIENCE:
Two (2) years of professional accounting or auditing experience.

NOTE:
Applicants who have successfully completed the required twenty-one (21) credit hours in accounting as specified above may substitute additional experience for the remaining education as indicated above on a year for year basis.

LICENSE:
Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

- ☐ A promotable eligible exists within the unit scope.
- ☐ A promotional list exists within the unit scope.
- ☐ An open competitive list exists.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR 19-0024
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer

Revised: March 2018